Department of Health & Human Services
Administration for Children and Families

Program Office: Office of Community Services

Funding Opportunity Title: Community Services Block Grant Training and Technical Assistance Program: Capacity Building

Announcement Type: Initial

Funding Opportunity Number: HHS-2008-ACF-OCS-ET-0041

CFDA Number: 93.570

Due Date for Applications: **07/14/2008**

Executive Summary:

The Office of Community Services (OCS) within the Administration for Children and Families (ACF) announces that competing applications will be accepted for a grant pursuant to the U.S. Department of Health and Human Services (HHS) Secretary's authority provided in Section 674(b)(2)(B) of the Community Services Block Grant (CSBG) Act, as amended, by the Community Opportunities, Accountability, and Training and Educational Services (COATES) Human Services Reauthorization Act of 1998 (Public Law (P.L.) 105-285).

The proposed grant will fund up to 48 capacity-building collaborations that will build the capacity within the Community Services Network, in support of National Community Action Goal "5" (Agencies Increase their Capacity to Achieve Results).

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

The legislative authority for these grants is provided in Section 674(b)(2)(B) of the CSBG Act, as amended, by the COATES Human Services Reauthorization Act of 1998 (P.L. 105-285).

Background

Section 674(b)(2) of the Coats Human Services Reauthorization Act of 1998, mandates that the Secretary of the Department of Health and Human Services award a portion of the CSBG Program's training and technical assistance funds directly to eligible entities, and/or statewide or local organizations or associations with demonstrated expertise in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families and communities. To address this mandate, OCS is making funds available to be used for program capacity building within the Community Services Network. These funds should be used to improve financial management practices, program performance measurement, information and reporting systems, coordination between fragmented State and local programs, and ensure responsiveness to locally identified community needs.

Definition of Terms

The following definitions apply:

Capacity-Building - Activities that assist Community Action Agencies (CAAs) and other eligible entities to improve or enhance their overall or specific capability to plan, deliver, manage and evaluate programs efficiently and effectively to produce intended results for low-income individuals. This may include upgrading internal financial management or computer systems, establishing new external linkages with other organizations, improving board functioning, adding or refining a program component or replicating techniques or programs piloted in another local community, or making other cost-effective improvements.

Community Action Agency (CAA) - Local-level organizations that are CSBG-eligible entities (as described in Section 673(1)(A) of the CSBG Act). They provide a number of types of assistance with the goals of reducing poverty and enabling low-income families to become economically self-sufficient.

Special Note: Under the CSBG Act, CAAs are eligible entities; however, not all eligible entities are required to be CAAs. Throughout this announcement, the reference is to organizations defined as eligible entities in Section 673(1)(A) of the CSBG Act whenever CAAs are mentioned in order to acknowledge that there are other types of eligible entities.

Community Services Network - The various organizations involved in planning and implementing programs funded through CSBG. The network includes local CAAs and other eligible entities; State CSBG

offices and their national association; CAA State, regional and national associations; and related organizations that collaborate and participate with CAAs and other eligible entities in their efforts on behalf of low-income people.

Eligible Entities - An eligible entity as described in Section 673(1)(A) of the CSBG Act (as in effect on the day before the date of enactment of the COATES Human Services Reauthorization Act of 1998) as of the day before such date of enactment or is designated by the process described in Section 676A (including an organization serving migrant or seasonal farmworkers that is so described or designated); and that has a tripartite board or other mechanism described in the subsection (a) or (b), as appropriate, of Section 676B.

Nationwide - The scope of the technical assistance, training, data collection, or other capacity-building projects to be undertaken with grant funds. Nationwide projects must provide for the implementation of technical assistance, training, or data collection for all, or a significant number of, States and the CAAs and other local service providers that administer CSBG funds.

Non-Profit Organization - An organization, including faith-based or community-based ones, which meets the requirement for proof of non-profit status in *Section IV.2* of this announcement and has demonstrated experience in providing training to individuals and organizations on methods that effectively address the needs of low-income families and communities.

Outcome Measures - Definable changes in the status or condition of individuals, families, organizations or communities as a result of program services, activities or collaborations.

Performance Measurement - A tool used to assess how a program is accomplishing its mission through the delivery of products, services and activities.

Results-Oriented Management and Accountability (ROMA) System - A system that provides a framework for focusing on results for local agencies funded by the CSBG program. ROMA involves setting goals and strategies and developing plans and techniques that focus on a results-oriented performance-based model for management.

State - Each of the 50 States, the District of Columbia, and the Commonwealth of Puerto Rico. Except where specifically noted, for purposes of this program announcement, it also includes Territories as defined below.

Technical Assistance - An activity, generally utilizing the services of an expert (often a peer), aimed at enhancing capacity, improving programs and systems, or solving specific problems. Such services may be provided proactively to improve systems or as an intervention to solve specific problems.

Territories - Guam, American Samoa, the United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

Training - An educational activity or event that is designed to impart knowledge and understanding or increase the development of skills. Such training activities may be in the form of assembled events such as workshops, seminars, conferences or programs of self-instructional activities.

Program Purpose, Scope and Focus

The purpose of this program is to improve the capacity of States in providing training and technical assistance to local Community Action Agencies (CAAs). This grant will support State CSBG offices in strengthening CAAs and ensure accountability within the network.

The focus of the project should be to provide training and technical assistance, increase the capacity of local CAAs to achieve, measure their results and carry out the mandates of the CSBG Act. The project will provide training and technical assistance focused on specific needs identified by agencies in their States. The project is expected to assist with training and technical assistance in the areas of fiscal accountability, improving local board governance, modernizing information technology, and strengthening the relationships within the Community Services Network. In partnership with State CSBG offices, the project should help strengthen the accountability of local CAAs. The applicants should be a critical partner in the alleviation and prevention of agencies falling into "crisis" situations.

II. AWARD INFORMATION

Funding Instrument Type: Grant

Anticipated Total Priority Area Funding: $3,675,000

Anticipated Number of Awards: 48

Ceiling on Amount of Individual Awards: $75,000 per budget period

Floor on Amount of Individual Awards: None

Average Projected Award Amount: $75,000 per budget period

Length of Project Periods: 36-month project with three 12-month budget periods

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)

As prescribed by Section 678A(c)(2)of the Community Services Block Grant Act, eligible applicants are eligible entities (see definitions), or statewide or local organizations or associations, with demonstrated expertise in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families and communities.

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Foreign entities are <u>not</u> eligible under this announcement.

2. Cost Sharing or Matching: None

3. Other:

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards referenced in *Section II.* Award Information will be

deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3.,* Submission Dates and Times, will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

Yolanda J. Butler, Ph.D.
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 800-281-9519
Email: OCS@lcgnet.com

2. Content and Form of Application Submission:

Originals, copies, and signatures.

If submitting an application in paper format, the original and two copies of the complete application are required. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be submitted unbound.

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov.   A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at http://www.dnb.com.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

Forms, Assurances, and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V.* Application Review Information. In addition to the project description, the applicant needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms (SFs) as described in this section. All applicants must submit an SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit an SF-424A, Budget Information and an SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. When required for programs that involve human subjects, the Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption form must be submitted. All forms may be reproduced for use in submitting applications. Applicants must sign and return the appropriate standard forms with their application. The Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) form may be found at: http://www.acf.hhs.gov/grants/grants_resources.html.

Applicants must furnish, prior to award, an executed copy of the Certification Regarding Lobbying. Applicants must sign and return the certification with their application. The Certification Regarding Lobbying may be found at: http://www.acf.hhs.gov/grants/grants_resources.html. (If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit Standard Form (SF)-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.)

The Pro-Children Act of 1994, 20 U.S.C. 7183, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds,

portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity. Additional information may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Information on the Certification Regarding Program Fraud Civil Remedies Act (PFCRA) may be found in the HHS Grants Policy Statement at: http://www.acf.hhs.gov/grants/grants_related.html.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification. Where return of a form is required, complete the standard forms and the associated certifications and assurances based on the instructions found on the forms. The forms and certifications may be found at:
http://www.acf.hhs.gov/grants/grants_resources.html.

Information on the Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C 552) or FOIA may be found in the HHS Grants Policy Statement at:
http://www.acf.hhs.gov/grants/grants_resources.html.

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at:
http://www.acf.hhs.gov/grants/grants_resources.html.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

Applicants to ACF may submit their applications in either electronic or paper format. To submit an application electronically, please use the http://www.Grants.gov site.

When using www.Grants.gov, applicants will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the www.Grants.gov site. ACF will not accept grant applications via facsimile or email.

Acceptable electronic formats for the application attachments (narratives, charts, etc.) must use the following standard technologies, i.e., Microsoft (Word and Excel), Word Perfect, Adobe PDF, Jpeg, and Gif.

IMPORTANT NOTE: Before submitting an electronic application, applicants must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all www.Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at** http://www.acf.hhs.gov/grants/registration_checklist.html.

Please note the following if planning to submit an application electronically via www.Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.

- Applicants may access the electronic application for this program at http://www.Grants.gov. There applicants can search for the downloadable application package by utilizing the www.Grants.gov FIND function.

- **It is strongly recommended that applicants do not wait until the application deadline date to begin the application process through www.Grants.gov.** Applicants are encouraged to submit their applications well before the closing date and time so that if difficulties are encountered there will still be sufficient time to submit a hard copy via express mail. **It is to an applicant's advantage to submit 24 hours ahead of the closing date and time in order to address any difficulties that may be encountered.**

- To use www.Grants.gov, you, the applicant must have a D-U-N-S number and register in the Central Contractor Registry (CCR). Applicants should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. Applicants cannot upload an application to www.Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**

- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.

- Applicants may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.

- Though applying electronically, the application must still comply with any page limitation requirements described in this program announcement.

- After the application is submitted electronically, the applicant will receive an automatic acknowledgement from www.Grants.gov that contains a www.Grants.gov tracking number. ACF will retrieve the electronically submitted application from www.Grants.gov.

- ACF may request that the applicant provide original signatures on forms at a later date.

- Applicants will not receive additional point value for submitting a grant application in electronic format, nor will ACF penalize an applicant if they submit an application in hard copy.

- If any difficulties are encountered in using www.Grants.gov, please contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.

- Checklists and registration brochures are maintained to assist applicants in the registration process and may be found at: http://www.grants.gov/applicants/get_registered.jsp.

- When submitting electronically via www.Grants.gov, applicants must comply with all due dates **AND** times referenced in *Section IV.3.* Submission Dates and Times.

- For applicants that must demonstrate proof of non-profit status before the award date, ACF strongly suggests that proof of non-profit status be attached to the electronic application. Proof of non-profit status and any other required documentation may be scanned and attached as an "Other Attachment." Acceptable

types of proof of non-profit status are stated earlier in this section.

- The Grants.gov website complies with Section 508 of the Rehabilitation Act of 1973. Grants.gov webpages are designed to work with assistive technologies such as screen readers. If an applicant uses assistive technology and is unable to access any material on the site, email the www.Grants.gov contact center at support@grants.gov for assistance.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, and be unbound. The original copy of the application must have original signature(s).

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 07/14/2008

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will not be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via http://www.Grants.gov.

Checklist

General Content and Form information:

The application limit is 65 pages total including all forms and attachments. Pages over this page limit will be removed from the application and will not be reviewed.

To be considered for funding, each application must be submitted with the Standard Federal Forms or through the electronic links provided at the end of this announcement and following the guidance provided. The application must be signed by an individual authorized to act for the applicant agency and to assume responsibility for the obligations imposed by the terms and conditions of the grant award.

The application must be typed, double-spaced, printed on only one side, with at least 1/2 inch margins on each side and 1 inch at the top and bottom, using standard 12-point fonts (such as Times New Roman or Courier). Pages must be numbered.

All copies of an application must be submitted in a single package, and a separate package must be submitted for each funding opportunity. The package must be clearly labeled for the specific funding opportunity it is addressing.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate subsections of the application, including supporting documentation; however, each complete copy must be stapled securely in the upper left corner. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the Federal Government for review.

Tips for Preparing a Competitive Application. It is essential that applicants read the entire announcement package carefully before preparing an application and include all of the required application forms and attachments. The application must reflect a thorough understanding of the purpose and objectives of the applicable legislation. Reviewers expect applicants to understand the goals of the legislation and OCS interest in each topic. A "responsive application" is one that addresses all of the evaluation criteria in ways that demonstrate this understanding. Applications that are considered to be "unresponsive" generally receive very low scores and are rarely funded.

The OCS website, http://www.acf.hhs.gov/programs/ocs/, provides a wide range of information and links to other relevant websites. Before preparing an application, OCS suggests the applicant learn more about the mission and programs of OCS by exploring the website.

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
SF-424A	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.
Table of Contents	See Section V	Found in Section V	By application due date.
Project Summary/Abstract	Found in Section V	Found in Section V	
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget and Budget Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Sections IV.2 and V	Found in Sections IV.2 and V	By date of award.
Assurances	See Section IV.2	Found in Section IV.2	By date of award.
Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/grants/grants_resources.html	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey *titled "Survey on Ensuring Equal Opportunity for Applicants"* found under the "Survey" heading at: http://www.acf.hhs.gov/grants/grants_resources.html.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey on Ensuring Equal Opportunity for Applicants	See form.	See http://www.acf.hhs.gov/grants/grants_resources.html	By application due date.

4. Intergovernmental Review of Federal Programs:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (Exec. Order) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities."   Under the Exec. Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

The official list of the jurisdictions that have elected to participate in Exec. Order 12372, including addresses and contact persons, may be found on the following URL: http://www.whitehouse.gov/omb/grants/spoc.html.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form (SF) 424, item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and official State process recommendations, which may trigger the "accommodate or explain" rule.

Comments submitted directly to ACF should be addressed to the U.S. Department of Health and Human Services, Administration for Children

and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor, Washington, DC 20447.

Although some jurisdictions have chosen not to participate in this process, entities that meet the eligibility requirements of the Program Announcement are still eligible to apply for a grant even if a State, Territory, or Commonwealth, etc., does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally-recognized Indian Tribes, need take no action in regard to Exec. Order 12372.

5. Funding Restrictions:

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209

Hand Delivery

U.S. Department of Health and Human Services
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via http://www.Grants.gov.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

The project description is approved under OMB control number 0970-0139, which expires 4/30/2010.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I   THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete.   It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be

directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II   GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

TABLE OF CONTENTS

List the contents of the application including corresponding page numbers.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, explain how the project will reach the targeted population, how it will benefit the participants, including how it will support individuals to become more economically self-sufficient.

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

ELIGIBILITY CERTIFICATION
Applicants must provide the following as certification of their eligibility under this program announcement. Please provide:

PROOF OF NON-PROFIT STATUS
Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.

- A copy of a currently valid IRS tax-exemption certificate.

- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

LOGIC MODEL
Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);

- Assumptions (e.g., beliefs about how the program will work and is supporting resources. Assumptions should be based on research, best practices, and experience.)

- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);

- Activities (e.g., approach, listing key intervention, if applicable);

- Outputs (i.e., the direct products or deliverables of program activities); and

- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

ORGANIZATIONAL PROFILES
Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

EVALUATION CRITERIA:

The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 30 points

1) The work program is results-oriented and appropriately related to the CSBG legislative mandate. The extent to which the applicant addresses: specific outcomes to be achieved; performance targets that the project is committed to achieving, including the discussion of and how the project will verify the achievement of these targets; critical milestones that must be accomplished if results are to be gained; organizational support, the level of support from the applicant organization; past performance in similar work; and specific resources contributed to the project that are critical to success.

2) The extent to which the applicant defines the project and comprehensive methods that will be used to ensure that the results can be used to address a statewide or nationwide project.

3) The extent to which the applicant describes plans to use technological advances to build capacity within their State network, thereby increasing the likelihood for successful outcomes.

4) The extent to which the applicant describes how they will strengthen the accountability of the Community Services Network and prevent agencies from falling into "crisis" situations;

5) The extent to which the applicant describes plans to revise systems and programs to better empower communities and increase diversity; and

6) The extent to which the applicant describes how they intend to serve as a bridge between the State CSBG Lead Agencies and local CAAs.

OBJECTIVES AND NEED FOR ASSISTANCE - 25 points

1) The applicant documents that the project addresses vital needs related to the purposes stated and discussed under this announcement.

2) The applicant provides current supporting documentation or other testimonies regarding needs from State CSBG Directors, CAAs and local service providers and/or State or Regional organizations of CAAs and other local service providers.

RESULTS OR BENEFITS EXPECTED - 20 points

1) The extend to which the applicant describes how the project will assure long-term program and management improvements for State

CSBG offices, CAA State and/or regional associations, CAAs and/or other local providers of CSBG services and activities.

2) The extent to which the applicant indicates the types and amounts of public and/or private resources it will mobilize and how those resources will directly benefit the project.

3) The extent to which the applicant adequately describes how the project will improve coordination between fragmented State and local programs.

4) The extent to which the applicant describes methods of securing participant feedback and evaluations of activities.

ORGANIZATIONAL PROFILES - 20 points

1) The extent to which the applicant demonstrates that it has experience and a successful record of accomplishment relevant to the specific activities it proposes to accomplish.

2) The extent to which the applicant details its abilities to provide training and technical assistance on a statewide basis. If applicable, information provided by the applicant should also address related achievements and competence of each cooperating or sponsoring organization.

3) The extent to which the applicant fully describes, for example in a resume, the experience and skills of the proposed project director and primary staff showing specific qualifications and professional experiences relevant to the successful implementation of the proposed project.

4) The extent to which the applicant describes how it will involve partners in the Community Services Network in its activities. Where appropriate, the applicant should describe how it will interface with other related organizations.

BUDGET AND BUDGET JUSTIFICATION - 5 points

1) The extent to which the resources requested are reasonable and adequate to accomplish the project. (3 points)

2) The extent to which total costs are reasonable and consistent with anticipated results. (2 points)

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Initial ACF Screening: Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the stated ceiling. Late applications or those exceeding the funding limit will be returned to the applicants with a notation that they were unacceptable and will not be reviewed.

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget, as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Not Applicable

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Notice of Award (NoA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: http://www.hhs.gov/fbci/waisgate21.pdf.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: http://www.whitehouse.gov/government/fbci/guidance/index.html.

HHS Grants Policy Statement

The HHS Grants Policy Statement (GPS) is the Department of Health and Human Services new single policy guide for discretionary grants and cooperative agreements. Unlike previous HHS policy documents, the GPS is intended to be shared with and used by grantees. It became effective October 1, 2006 and is applicable to all Operating

Divisions (OPDIVS), such as the Administration for Children and Families (ACF), except the National Institutes of Health (NIH). The GPS covers basic grants processes, standard terms and conditions and points of contact as well as important OPDIV-specific requirements. Appendices include a glossary of terms and a list of standard abbreviations for ease of reference. The GPS may be accessed at http://www.acf.hhs.gov/grants/grants_related.html.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: http://www.acf.hhs.gov/grants/grants_resources.html) throughout the project period. Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Final reports may be submitted in hard copy to the Grants Management Office Contact listed in Section VII of this announcement.

Program Progress Reports: Semi-Annually
Financial Reports: Semi-Annually

VII. AGENCY CONTACTS

Program Office Contact:

Yolanda J. Butler, Ph.D.
Acting Director, Division of State Assistance
Department of Health and Human Services
Administration for Children and Families
Office of Community Services Operations Center
1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 800-281-9519
Email: OCS@lcgnet.com

Grants Management Office Contact:

Katrina Morgan
Grants Management Officer
Division of Discretionary Grants
Administration for Children and Families
Office of Community Services Operations Center

1515 Wilson Blvd., Suite 100
Arlington, VA 22209
Phone: 800-281-9519
Email: OCS@lcgnet.com

VIII. OTHER INFORMATION

Additional information about this program and its purpose can be located on the following website:
http://www.acf.hhs.gov/programs/ocs.

Date: 05/14/2008   Josephine B. Robinson
                                             Director
                                               Office of Community Services